

Davis-Cook, Shana

From: Sandberg, Brenda [Brenda.Sandberg@mncppc-mc.org]
Sent: Wednesday, March 09, 2011 2:21 PM
To: Davis-Cook, Shana
Cc: Newhouse, Rachel; Farquhar, Brooke; Turay, Mohammed; Quattrocchi, Dominic
Subject: Chevy Chase Open Space Urban Park: Park Concept Planning process
Attachments: 2011-3-8_Outreach-Concept Schedule_CCV.doc

Shana:

Attached to this email please find a draft process and schedule for completing a Concept Plan for Chevy Chase Open Space Urban Park. As we have discussed, we are now doing this project entirely in-house so we need to use our staff resources wisely. As such, I would like to get general agreement on this schedule and just stick to it. As a Concept Plan, it is not highly detailed, but the main goal is to reach agreement on three things for this new park: 1) the overall vision for the park, 2) a concept sketch (or "bubble diagram"), and 3) a Program of Requirements (POR) listing the amenities that would be installed in the park. These three items will allow the park planning process to move forward to the Park Development Division for scheduling for the next phase, known as Facility Planning.

I have two requests of Chevy Chase Village at this time.

First, I would like to request that the Village Board of Managers appoint a small committee of citizens and staff to serve as a liaison between the Village and the Commission as we work through this Concept Plan process and beyond. As we have discussed, other municipalities have established such committees when partnering with us on parks in their jurisdictions and they have been very helpful in streamlining the collaboration process. If that committee could be established by the April 11 Board meeting, then we could start coordinating with that committee immediately on the concept planning process.

Second, I request that you put an agenda item on the April 11 Board meeting for a briefing on the proposed Concept Plan development process, including a summary of Site Analysis and Outreach Strategy developed to date.

Thank you so much for working with us on this exciting park project. Please let me know if you need any additional information. During the period of March 14 – March 25, please contact Rachel Newhouse with any questions about this process.

Brenda

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Chevy Chase Open Space Urban Park

Concept Plan Development

Draft Process and Schedule, March 2011

Step	2011 Schedule	Notes/Details
Conduct Site Analysis and Prepare Outreach Strategy	March – April	<ul style="list-style-type: none"> • Survey site trees & vegetation • Assess area park & recreation resources & needs • Analyze existing policy parameters • Identify target groups and methods for public outreach • Establish PDCO Team (Planning, Design, Construction, Operation), internal team to coordinate project
Review Site Analysis and Outreach Strategy with community	April 11: CCV Board Meeting	<ul style="list-style-type: none"> • Establish CCOS Committee (CCV) • Also contact other community groups in April
Present Site Analysis/Outreach Strategy to Parks Senior Management Team	Late April – early May	
Brief Planning Board (if requested by Parks Director)	May	
Community Meeting #1	Early June	Purpose: to develop a vision and preliminary program of amenities
Develop Park Concept	July - September	<ul style="list-style-type: none"> • Ongoing coordination with CCOS Committee & others • Develop one to three concepts for site
PDCO review of Concept Plan; Parks Senior Management briefing, if requested	September	
Community Meeting #2	October	Purpose: to review and select concept preference, phasing, and recommended POR (Program Of Requirements)
Finalize Concept Plan for presentation and approval by Planning Board	November – December	
Place Chevy Chase Open Space Concept Plan in Park Development's queue for Facility Planning funding through the CIP	January 2012	